

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE  
NO. 5-62

13 March 1962

SUBJECT: OTR Newsletter on Changes in CIA and in the  
Intelligence Community

1. To permit OTR personnel to keep current on changes taking place in the Agency and in the Intelligence Community an OTR Newsletter will be issued.
2. Chief, Intelligence School, will be in charge of the newsletter, and Chief, Intelligence Orientation Faculty, will be responsible for issuing the newsletter.
3. The newsletter will be an informal OTR publication, will be issued whenever the type or amount of information on changes warrants publication, and will be for OTR internal distribution only. Individual items will be marked to show whether the information can be passed on to students in classes, is for limited dissemination, or is for background use only.
4. The subjects to be reported in the newsletter include: changes in the management of intelligence components of CIA and other USIB Agencies; changes in the organization of intelligence components; changes in mission or function; new types of products issued by an intelligence component; major staff studies planned or underway which will affect the Intelligence Community; proposed or approved regulations and notices affecting the Intelligence Community; and changes in the definition or use of intelligence terms. The newsletter may include forecasts of possible changes.
5. In addition to the subjects listed in paragraph 4, the newsletter also will contain analyses and judgmental treatment of these changes, such as their significance of possible impact.

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6. The following individuals will be responsible for assembling facts about and interpretations of changes on the subjects listed:

Individual Subject

Chief, OS, Operations

Chief, IS/IP, Overt Collection, Intelligence Production

Chief, SIC, Communism

Registrar, Training (general)


Chief, Support Staff, Support

Chief, IAS, Language and Area Training

The chiefs of other staffs, branches, schools, and faculties will be responsible for their areas of specialization, such as Junior Officer Training programs. All OTR personnel are urged to forward information for the newsletter through their supervisory channel.

7. Information for the newsletter will be prepared in final written form, and will be sent to Chief, Intelligence Orientation Faculty, for editing to the style and format of the Newsletter.

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MATTHEW BAIRD  
Director of Training

Distribution:  
OTR-Key 1C

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